



Bulletin Board Boredom???

Do your bulletin boards need a new look, but you're out of fresh ideas or time to search for colorful images? Then we have the resources for you! There is a wide variety of bulletin board resources on the USDA TEAM Nutrition page which are available at this direct link <http://healthymeals.nal.usda.gov/resource-library/bulletin-board-resources>. Resources include tips and ideas, graphics and photos, and posters that can be printed off or requested from USDA.

Electronic Production Records

Do you prefer to keep electronic records instead of paper records? Then check out our electronic production record template that is available at our website at <https://www.nd.gov/dpi/uploads/115/productionrecordCACFP.doc>. It is the exact same format as the pages in the blue CACFP Menu Planning Workbook. Remember, you must maintain some form of documentation that indicates serving sizes whether it is in your production records books, using electronic production records, or using menus that list the serving size. If you have any questions about required docu-

CACFP Mandatory Trainings

The CACFP Mandatory Trainings have been scheduled for **September 30th** in Bismarck at the Capitol (Pioneer Room) and **October 8th** in Fargo at Baymont Inn & Suites. Authorized representatives that have participated in the CACFP for **less than 2 years** need to attend the basics training from 12:30pm- 4:45pm with registration at 12:00pm. Authorized representatives who have participated with the CACFP for **more than 2 years** need to attend the training from 2:45 pm- 4:45 pm, registration starts at 2:30pm. Please register for the trainings using the following links.

September 30th 2015: <https://www.eventbrite.ca/e/dpi-cacfp-administrative-training-bismarck-tickets-18474146670>

October 8th 2015: <https://www.eventbrite.ca/e/dpi-cacfp-administrative-training-fargo-tickets-18473725410>

Free Resources from Team Nutrition

Fun and educational resources are available for immediate download or to be requested for free from USDA Team Nutrition. Some resources include High Five Stickers, MyPlate Posters, Make Today a Try-Day in CACFP: Poster/Sticker Set, recipes, and much more. To view the entire list go to www.fns.usda.gov/tn/resource-library. To narrow your search to child care specific materials use the dropdown box under "audience" near the mid-top of the page and select "child care".

Meal Service Styles

Meals claimed under the CACFP must be consumed at the day care facility and may be served in various styles. The following are all acceptable meal service styles, and may be used in any combination:

- *Pre-plated meals* — the adult pre-plates the meals and serves the children all of the required meal components in the correct portion sizes
 - *Family-style* — enough food to serve the minimum portion sizes of all components is placed on the table, and food bowls are passed. The children serve themselves the amount of food they want. The adults encourage the children to take a minimum portion; but, the meal is still reimbursable if the child doesn't.
 - *Modified Family-style* — the children pass some of the menu items that they are capable of passing. The remaining food items are served by adults in the required portion sizes.
 - *Buffet-style* — Children pass through a serving line and they select pre-portioned food items. The pre-portioned items must, at least, be the minimum portion-size required per the Meal Pattern guidelines. The children must take all of the required food items for a reimbursable meal.
 - *Cafeteria-style* — the children walk through a line, as an adult serves the required meal components and portion sizes. The children must take all the required food items for the meal or snack to be reimbursable.
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Mandatory Civil Rights Training

Annual training is required for CACFP and civil rights requirements. Staff who must receive civil rights training are frontline employees/volunteers who interact with the children/students, including monitors and those who supervise frontline staff.

Sponsoring organizations are responsible for training their staff, including "frontline staff." "Frontline staff" who interact with program applicants or participants, and those persons who supervise "frontline staff," must be provided civil rights training on an annual basis.

Specific subject matter must include, but not be limited to:

- ☐ Collection and use of data
- ☐ Effective public notification systems
- ☐ Complaint procedures
- ☐ Compliance review techniques
- ☐ Resolution of noncompliance
- ☐ Requirements for reasonable accommodation of persons with disabilities
- ☐ Requirements for language assistance
- ☐ Conflict resolution
- ☐ Customer service

Documentation of this training is required. Include the date the training was held, who attended and what topics were covered. This documentation should be kept in your CACFP Record Keeper binder under the "Training" tab. This information will be monitored during your CACFP review.

**NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION
THE CHILD AND ADULT CARE FOOD PROGRAM**

CIVIL RIGHTS TRAINING

The U.S. Department of Agriculture prohibits discrimination in the CACFP on the basis of race, color, national origin, sex, or disability.

Collection and use of data

Program applicants/participants may not be required to furnish information on their race or ethnicity on the child enrollment form

Effective public notification systems –

Place the nondiscrimination “*Justice For All*” poster in a prominent area where participants and potential participants have ready access

The public notification system contains the following basic elements

Program Availability

Complaint information

Nondiscrimination Statement

Complaint procedures

The person alleging the complaint must be provided with the nondiscrimination statement and procedure

The nondiscrimination statement has the complaint process (the statement is on the “*Justice For All*” poster)

A complaint alleging discrimination must be made within 180 days of the event

Complaints should be forwarded to the State Agency or directly to USDA using the address in the nondiscrimination statement

Compliance review techniques

The State Agency reviews civil rights as part of the compliance monitoring

The Sponsor of Centers must check for civil rights when doing the on-site reviews

Resolution of noncompliance

Resolve all civil rights issues (examples- special dietary needs, language asst.)

Be response to corrective action regarding civil rights

Requirements for reasonable accommodation of persons with disabilities – such as-

Special dietary needs

Special eating utensils

Equal access and service

Requirements for language assistance

Forms are available in different languages, please contact the State Agency

If you need an interpreter to explain the program to parents and one isn’t available locally, please contact the State Agency

Conflict resolution

Assess the nature of the problem

Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution

Follow-up

Customer service

When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful

All participants must be treated in the same manner

Be proactive and accommodating

Examples of Discrimination:

Refuse a child's enrollment based on disability

Serving meals at a time, place, or manner that is discriminatory

Selectively distributing applications

Not offering the program to infants

Segregating Kids

Deliberately separating girls and boys

Civil Rights/Meal Access

Denying Meals as a Disciplinary Action

The denial of paid, free, or reduced-price meals or snacks as a disciplinary action is prohibited.

Forcing children to eat is not allowed

It can be very frustrating for some adults to see children throwing food away especially if you have the mindset that children need to belong to the clean plate club. Forcing children to eat can make them feel their own physical instincts aren't important and keep them from listening to their bodies. If allowed to follow their own instincts, children will stop eating when they are full. Forcing children to clean their plates has no place in the CACFP. Food is not allowed to be used as a reward or disciplinary action and is prohibited.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of the individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Keeping Contacts Current

As staff changes it is important to take some time to keep your contact information in NDFoods up to date. This would be a perfect time to also review that ALL personnel data is current and up to date. Please remember to delete all individuals that are no longer with your organization, and add those that have joined your team.

From your main menu in NDFoods:

Select “[Sponsor Profile](#)”

Click on the [Individuals](#) Tab

Select the “[Edit](#)” under Action for the individuals whose email has changed

Please correct the email address in the Edit Individuals Screen

Click [Continue](#) at the bottom of the page then [Save](#) at the bottom of the next page

Verify that the email has changed in the [Individuals](#) Table.

Sponsor Profile

Details

Sponsor:
LA No:
Region:
Mailing Address:
Shipping Address:
County:
Organization Type:
[Edit Sponsor Details](#)

Telephone:
Fax:
PeopleSoft ID:
Receive Direct Deposit:
DUNS No:

Programs | **Sites** | **Individuals** | **Accounting**

Name	Title	Role	Telephone	Email	Programs	Sites	Action
Auth Rep	CNFD	Authorized Rep	701-328-2319	segge@nd.gov	Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Summer Foods (SFSP)	-All-	Edit Delete
					Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), Summer Foods (SFSP)		Edit Delete
					School Nutrition (SNP), Summer Foods (SFSP)		Edit Delete

[Add An Individual](#)

In this [Individuals](#) tab is where you also have the ability to [Delete](#) personnel that are no longer with your organization, as well as [Add An Individual](#).

If new personnel will need access to the functions of NDFoods please have them sign up for a ND Login account if they do not already have one by clicking on [Register Now](#) at <https://apps.nd.gov/dpi/cnfd/ndfoods/login.htm>. Directions for this registration process and adding an individual are located at: [http://www.dpi.state.nd.us/child/external/Add%20an%20Individual External.pdf](http://www.dpi.state.nd.us/child/external/Add%20an%20Individual%20Individual%20External.pdf).

Direct Certification contact information in STARS will also have to be updated at the same time. Please email information changes to segge@nd.gov.

We thank you in advance for your effort to keep the communication lines between Child Nutrition & Food Distribution and our customers as up to date as possible.

Need Help Encouraging Healthful Foods?

This summer USDA released a new resource, *Supplement C: Encourage Healthful Foods*, to provide you with tips for encouraging healthful foods. Topics include offering new foods, nudging healthful foods, and Smarter Lunchroom techniques for child cares. There are also activity ideas and a list of educational books that contain nutrition information. Click on this link to view this valuable resource www.fns.usda.gov/sites/default/files/tn/nutritionwellness_supplementC.pdf.

Obligation to Offer and Reimbursement of Infant Meals

Centers and day care homes participating in CACFP must offer Program meals to all eligible children enrolled in their center or day care home. Program regulations define an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document which indicated that the child is enrolled in child care” [7 CFR 226.2]. A center or day care home may not avoid this obligation by stating that the infant is not “enrolled” in the CACFP, or by citing logistical or cost barriers to offering infant meals. Decisions on offering Program meals must be based on whether the child is enrolled for care, not if the child is enrolled in the CACFP. New Infant enrollment forms are available on our website. <https://www.nd.gov/dpi/uploads/110/CACFPChildEnrollmentInfantParticipationForm.pdf>

As long as an infant is in care during the meal service period, the center or day care home must offer the infant a meal that complies with Program requirements. An infant’s parents or guardians may, at their discretion, decline the offered infant formula and supply expressed breastmilk or a creditable infant formula for the infant to consume. To receive reimbursement, the center or day care home’s caregiver must serve and feed the infant a developmentally appropriate meal. Meals served to infant’s ages 0 through 3 months containing only breastmilk and/or iron-fortified infant formula that is provided by parents or guardians are reimbursable.

DHA Enriched Infant Foods

Docosahexaenoic acid, known as DHA, is an omega-3 fatty acid that may be added to infant formulas and infant foods. While the science is mixed on the benefits of DHA and ARA (arachidonic acid, another omega-3 fatty acid), some studies suggest they may have positive effects on visual function and neural development. For these reasons, manufacturers and consumers are interested in adding DHA and ARA to infant formula and food products.

Previously, the service of any infant foods containing DHA was prohibited due to the concern that the source of DHA in infant foods, such as egg yolk, and other ingredients, additives, or extenders in those foods may result in a food sensitivity or a food allergy (*Baby Foods and Vegetables with DHA*, December 19, 2002). However, DHA itself cannot cause allergic reactions and, according to the American Academy of Pediatrics, there is no current convincing evidence to delay the introduction of foods considered to be highly allergic, including eggs. Based on this, FNS is now allowing single-ingredient infant foods containing DHA to be creditable in the CACFP infant meal pattern. Child care centers and day care home providers now may serve infant foods containing DHA, as long as they meet all other crediting requirements.

Roasting Vegetables

Roasting your veggies are just maybe the best way to serve them. They are easy to make, taste like they are dipped in syrup, and heart healthy as well. You can roast just about any vegetable you like, but some of my favorites are carrots, squash and cauliflower. Here are few rules to keep in mind when roasting vegetables:

- ⇒ Use a pan with shallow sides—this allows moisture to escape from the pan easiest. You want to get rid of the steam, sheet pans or cookie sheets seem to work well
- ⇒ Roast at a hi-heat, you want your vegetables to get a nice browning on them or caramelization—that's what makes them sweet! Your oven should be at 400° - 450°
- ⇒ Cut your vegetables uniformly for even cooking or you will have an unappetizing, mushy and hard vegetable
- ⇒ A good coating of oil is needed for proper roasting. You do not want them bathing in oil nor do you want them dry and burnt. If you have pools of oil in your pan when you are finished you probably used too much oil
- ⇒ A little dash of salt and pepper is all you need but you can really experiment with whatever seasonings you like
- ⇒ Do not crowd the veggies in the pan, they need there space or all they will do is steam and not brown
- ⇒ Leave them alone—they should take about 30 to 45 minutes or so depending on the size of your cuts and the vegetable you are using. So within that thirty minutes you should maybe stir them one or two times, not every 5 minutes

I realize that this is not an exact recipe but it is a guide to using an age old method that may really help those little children get more vegetables in their tummies. Market them as “crazy caramel carrots,” “roasted sponge bob squash,” or “Clifford’s king-sized cauliflower.” Okay so maybe these are bad names but they just might get your kids to eat those veggies.

Smoothies....Are they Creditable???

Historically, fruit smoothies were not permitted to contribute toward the milk or meat/meat alternate requirements. This crediting policy was based on the premise that serving recognizable forms of food supports the educational aspect off the meal programs and simplifies program operations. Also, the Dietary Guidelines for Americans emphasize that the majority of fruit consumed should come from whole fruits, including fresh, canned, frozen and dried fruit; not juice.

Smoothies have become very popular with our young people and, depending on how they are prepared, can also be a healthful food option. Starting in July 2012, USDA-FNS allowed milk contained in smoothies prepared in-house to be credited as fluid milk.

Many requests have been made to allow yogurt in smoothies to count towards the meat/meat alternate requirement. Beginning in January 2015 USDA has further extended the allowance of crediting yogurt as a meat/meat alternate in smoothies for any meal, including snacks and supper for CACFP.

More recently, vegetable smoothies have become popular. Currently, 100% fruit or vegetable juice, and 100% fruit and vegetable blends count towards the meal pattern requirements. In order to be consistent with meal pattern requirements, USDA FNS is amending its policy to permit the crediting of vegetables contained in smoothies from

any vegetable in the following forms: fresh, frozen or canned vegetables, 100% vegetable juice, and 100% vegetable and fruit juice blends. Pureed vegetables and fruits credit as juice and are subject to the requirement that not more than 50% of the fruit and vegetable offerings can be in the form of juice.

Smoothie Crediting

<u>Ingredient</u>	<u>Credits As</u>
4 oz skim milk	½ cup milk
½ c blueberry puree, frozen	½ cup fruit juice
4 oz yogurt	1 oz meat alternate
In Summary: home-made smoothies can credit as milk, fruit juice, vegetable juice, and meat alternate at lunch if they contain the right ingredients.	